



Staff Services Analyst (General) TRANSFER EXAMINATION BULLETIN

WHO SHOULD APPLY: This is a transfer examination for the California Department of Social Services (CDSS) and California Health and Human Services Agency. Competition is limited to employees who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

HOW TO APPLY: You must complete the SSA Transfer Exam Request Form (PS 400) available at the following site: <http://www.dss.ca.gov/dsssource/res/Forms/PS/ps400.pdf>. Do **not** submit a Standard State Application, STD. 678. The completed PS 400 form must be emailed to SSATransferExam@dss.ca.gov, mailed **OR** hand delivered to:

California Department of Social Services
Human Resource Services Branch
Attention: Examination Unit
744 P Street, MS 8-15-58
Sacramento, CA 95814

FILING PERIOD: The SSA Transfer Exam Request Form (PS 400) will be accepted on a continuous basis.

CUT-OFF DATE: The SSA Transfer Exam Request Form (PS 400) must be e-mailed, postmarked, or hand delivered no later than the cut-off date of **November 20, 2018**. Forms received after this cut-off date will be held for the next cut-off date of **May 17, 2019**.

TESTING PERIOD: This examination is administered bi-annually. Unsuccessful candidates may be tested only once during a six-month period.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the PS 400 form. You will be contacted to make specific arrangements.

WRITTEN TEST DATE AND LOCATION: Written tests will be scheduled in Sacramento and additional sites in California, as needed. Candidates will be mailed a notice of the examination date, time and location no less than ten days before their scheduled examination date.

SALARY RANGES:

Range A: \$3,186 - \$3,992 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3,450 - \$4,318 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

Range C: \$4,136 - \$5,179 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION: You must meet the requirements to laterally transfer into the SSA classification by the date you submit your PS 400 form. Lateral transfer eligibility into the SSA classification will be determined by the Classification and Pay Unit.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. The SSA Transfer Examination Study Guide with Sample Questions is available at the following site: <http://www.cdss.ca.gov/cdssweb/entres/pdf/CDSSSSAstudyGuide.pdf>

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

QUESTIONS: For questions regarding the SSA transfer examination, e-mail SSATransferExam@dss.ca.gov.